



New Jersey Department of Environmental Protection  
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State Park Service  
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# LIFEGUARD MANUAL

# STATE OPERATED OCEAN BEACHES

May 2016

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## **FOREWORD**

Lifeguards are responsible for the safety and well being of the patrons who swim at their beach. To meet this responsibility, a lifeguard needs:

1. Knowledge of rescue procedures coupled with swimming ability.
2. A thorough familiarity with lifeguard equipment and the techniques used in its application.
3. The confidence to analyze and act effectively to situations either in the water or on the beach.
4. Trained eyes so that visual control can be maintained over the area of responsibility.
5. To be physically fit, to meet the physical demands of the job.

A lifeguard also has the responsibility to help ensure that each patron has the optimum opportunity to enjoy the public facilities.

The information contained within this manual is the result of years of experience, research, and practical application. It is based on common sense, and the basic components of open-water lifeguarding. The rules pertaining to the public are based on providing recreation, health, and safety for the majority. The personnel rules are not unreasonable. The rules are for the protection of the public and the lifeguards, while maintaining that degree of discipline necessary for the effective execution of a lifeguard's duties.

## REQUIRED READING FOR ALL LIFEGUARDS

1. Seasonal Employee Manual (State Park Service)
2. Lifeguard Manual (State Park Service)
3. First Aid/CPR/AED Participant's Manual (American Red Cross) Revised 2016 ISBN 978-1-58480-665-3
4. CPR/AED for the Professional Rescuer and Health Care Providers (American Red Cross) Revised 3/11 ISBN 978-1-58480-494-9
5. Lifeguarding Textbook (American Red Cross) ISBN 0-86536-181-9
6. Island Beach State Park Lifeguard Radio Procedures
7. Open Water Lifesaving USLA Manual Second Edition ISBN 0-536-73735-5

American Red Cross Textbooks are available from the following source:

Staywell  
1-800-667-2968

# PERSONNEL

## I. RESPONSIBILITY

- A. Area Superintendent - The area Superintendent is responsible for all activities within the area and is the highest authority.
- B. Water Safety Supervisor (WSS) - There is a Water Safety Supervisor in each region. This person assists the area Superintendents to ensure that all bathing areas are safely maintained and managed. As a member of the regional staff this position is directly responsible to the Regional Superintendent.
- C. Lifeguard Supervisor Captain - The Lifeguard Supervisor is responsible for maintaining a safe water front and transmitting orders, policies and procedures from the area Superintendent to the lifeguard staff. As administrative head of the lifeguard staff, the Supervisor is responsible for:
  - 1. Organizing, training, scheduling, and supervising the lifeguards
  - 2. Enforcing all rules and regulations
  - 3. Evaluating each lifeguard
  - 4. Beach management
  - 5. Maintaining required records
  - 6. Daily inspection of equipment and supplies
  - 7. Daily inspection of beach area, First Aid Room, and all facilities assigned to the lifeguards
  - 8. Reporting needed repairs or new/replacement equipment
  - 9. The morale of the lifeguards
  - 10. Reporting all safety and serious disciplinary problems to the area Superintendent
- D. Lieutenant -
  - 1. In the absence of the Supervisor, he/she performs the duties as outlined in “C” above.
  - 2. He/She carries out all tasks assigned by Supervisor.
  - 3. Responsible for efficient performance and training of lifeguards he/she is assigned to supervise.
  - 4. Responsible for safety and efficiency of assigned area.
  - 5. Carries out Lifeguard duties.

E. Lifeguard Sergeant - Normal duties are:

1. Carries out orders issued by the Lieutenant and Supervisor.
2. Responsible for efficient performance and training of the lifeguards they are assigned to supervise.
3. Responsible for safety and efficiency of assigned area.
4. Carries out Lifeguard duties.

F. Lifeguard Duties -

1. Pass all sections of lifeguard employment test previous to being hired.
2. **Stay alert and scan patrons in the bathing area.**
3. **Safeguard and regulate the conduct of patrons in the bathing area to prevent conditions that may lead to an accident.**
4. Enforce beach and bathing area regulations.
5. Performs rescues, CPR and rescue breathing when necessary.
6. Performs first aid at a level consistent with American Red Cross First Aid except in the case of a broken bone or dislocation. In the case of broken bone or dislocation the lifeguard will keep the victim stationary and comfortable until the ambulance arrives. The ambulance crew will splint and move the victim. **ONLY** if the situation requires the lifeguard to move the victim immediately, the fractures must be immobilized.
7. Maintain and efficiently utilize lifeguard equipment.
8. Assist in maintaining a clean beach, employee's area and First Aid Room.
9. Assist in maintaining records.
10. Meet training requirements.
11. Perform other duties as required or assigned.

G. Lifeguard First Aid Duties

1. Maintain first aid supplies in proper quantities and complete inventory every two weeks.
2. Check and refill first aid kits at the start of each day.
3. Maintain strict cleanliness in the first aid area.
4. Maintain first aid equipment in a clean, neat, and workable condition.



5. Keep the Lifeguard Supervisor informed on the status of first aid supplies and equipment.
  6. Fill out and file a first aid report on all first aid administered.
  7. Maintain a log of incoming and outgoing telephone calls.
  8. Review Red Cross First Aid and CPR/AED Books periodically throughout the season.
  9. Wear gloves while performing first aid or CPR. If the situation dictates, more protection (gown and face shield) must be worn.
- H. Unacceptable Lifeguard Conduct - Any let down in performance of duties that creates an unsafe situation, can not be tolerated, and may lead to disciplinary action or dismissal.

## II. TRAINING

- A. First Aid/CPR - All lifeguards must have current American Red Cross Professional CPR/AED, First Aid, Bloodborne Pathogen, and Oxygen Administration certificates and be competent in the use of backboards and cervical collars. These skills will be reviewed throughout the season during the in-service training.
- B. Physical - A lifeguard must meet physical training requirements each week.
1. The Lifeguard Supervisor will be responsible in seeing the physical training requirements and its records are carried out. The Lifeguard Supervisor may designate a physical training officer to administer physical training; however, the Lifeguard Supervisor is ultimately responsible.
  2. Each Lifeguard must complete physical training requirements each week. Substitution of one requirement for another is only permitted with prior permission of the Lifeguard Supervisor. On occasion a guard may be exempted from physical training requirements. EXAMPLE: Lifeguard did not work all 5 days or bathing area is closed.
  3. On occasion a guard may have to do more than the minimum requirements in a week.
  4. Physical training may only be done during working hours when it does not compromise the safety of the bathers.
  5. Lifeguards who work less than a 5 day week must complete a minimum of two training requirements per day.
  6. Failure to complete required training will result in disciplinary action or dismissal.
  7. Lifeguard officers may allow guards to perform exercises individually, or conduct structured sessions that include all guards. Sessions involving all guards must be prior to 10:00 a.m.
  8. Description of Required Physical Training.

## SWIM

Minimum requirement is four 500-meter swims in at least 500-meter increments  
When a Lifeguard swims a long distance from the bathing area or where boats may be present, extra safety precautions should be taken.

## PADDLE

Minimum requirement is three 1000-meter kayak/rescue board paddles in at least 1000-meter increments

## RUN

Minimum requirement is three miles a week in at least one-mile increments.

## ROWING

Minimum requirement is one 1000-meter row completed all at once.

- C. Rescue Procedures and Techniques - All rescue techniques and emergency procedures will be learned. As much time as necessary will be spent in acquiring and maintaining proficiency in these skills.
- D. Lifeguards are responsible for knowing all procedures, skills, and regulations in the lifeguard manual and passing an examination on that manual. Any person caught cheating on the manual test will be dismissed.
- E. Lifeguards are responsible for all material in the Seasonal Employee Manual.
- F. The following outlines the training to be received by new guards. This material must be reviewed by returning lifeguards prior to carrying out lifeguard functions. All guards will review these skills and procedures throughout the season.

***ALL LIFEGUARDS ARE SUBJECT TO TESTING IN THE ABOVE SKILLS, AND THEIR PHYSICAL CONDITION, AT ANY TIME.***

# **TRAINING PROGRAM**

## **ORIENTATION:**

1. Objectives and Goals of Training Program
2. Using the lifeguard manual to achieve the objectives and goals of the training program.
3. Chain-of-Command and Scope of Authority
4. Introduction to Equipment and Facilities
  - a. Torpedo Buoys (rescue cans/buoys, torps)
  - b. Line Buoy
  - c. Kayaks/Rescue Board
  - d. Boats and Personal Watercraft
  - e. All Terrain Vehicle
  - f. First Aid and CPR Equipment
  - g. Backboards and Related Equipment
  - h. Location of all Supplies and Equipment
  - i. Signs (Text, Location, Etc.) and Flags
5. Introduction to “Job of a Lifeguard”
  - a. Skills and performance required
  - b. Responsibility
  - c. Physical Fitness and In-Service Training
  - d. Preventative Lifeguarding
  - e. Public Relations
  - f. Enforcement of Beach & Bathing Area Regulations
  - g. Personnel Regulations
  - h. Disciplinary Policies
6. Communications
  - a. Hand and Whistle Signals
  - b. Telephone Procedures
  - c. Radio Procedures
  - d. Megaphone and Public Address Use
7. Environmental Hazards
8. Ocean & Beach Conditions

## **Lifeguarding Skills and Procedures**

1. Scanning
2. Rescue Procedures and Emergency Coverage

3. Rescues with equipment
  - a. Torpedo Buoy
  - b. Line Buoy
  - c. Boat
  - d.. Kayak/Rescue Board
  - e. Conscious Victims
  - f. Unconscious Victims, discuss in water rescue breathing with protection.  
(Ref.Open Water Lifesaving USLA Second Edition Pg. 264.)
  - g. Multiple Victims
4. Rescues without equipment
  - a. Basic Fundamentals
  - b. Technique Variations
5. Personal Watercraft (Designated Personnel Only)
  - a. Safety and Handling
  - b. Rescue Procedures
  - c. Off Beach Use
  - d. Maintenance
6. All Terrain Vehicle (Designated Personnel Only)
  - a. Safety and Handling
  - b. Recommended Uses
  - c. Off Beach Use
  - d. Maintenance
7. Mask, Fins, Snorkel
8. Water Search
9. Submersion
10. Lost and Missing Persons

## 11. Emergency Care and Transportation of ill and injured

- a. American Red Cross Professional CPR/AED (Bloodborne Pathogen Training and oxygen administration will be covered in the CPR class.)
- b. American Red Cross First Aid
- c. Neck and Back Injuries in the Water
- d. Review pages 207 to 210 Open Water Lifeguarding USLA Manual 2<sup>nd</sup> Edition in the unlikely event of having to interact with a helicopter. Pay particular attention to static electricity when lowering a cable and landing.

### Examinations

1. Written Examinations on all phases
2. Practical Examinations on all phases
3. Timed Swims

## III. PUBLIC RELATIONS

Lifeguards must remember that they work for a public service agency. They are to be courteous at all times. Personal contact with a patron is preferable to yelling, whistling or using a megaphone when possible. Lifeguards will enforce the rules for the area. Any difference of opinion will be referred to a lifeguard officer, other supervisor, area office, or State Park Police. Use of any offensive or obscene language by a lifeguard will not be tolerated. A lifeguard's conduct is a reflection upon the State of New Jersey, therefore lifeguards are expected to conduct themselves during duty hours and off duty hours in such a manner as to bring credit upon themselves, fellow employees, and the area in which they work.

## IV. PERSONAL INJURY WHILE ON DUTY

Whenever the service of a doctor, dentist, or hospital is needed because of an injury sustained while working, the area office must be notified prior to receiving services, when possible. The office will direct you to the nearest approved medical facility. If the facility is closed and urgent care is needed, proceed to the nearest hospital. Bills for doctors, the hospital, medication, etc., will be paid by the State of New Jersey in these cases. Check with the area office before paying with your own money or seeing a doctor of your choice. An employee First Aid Report must be filled out and signed by the immediate supervisor for any injury sustained on the job.

## V. BLOODBORNE PATHOGEN EXPOSURE

Pathogens are disease-causing agents such as bacteria, viruses and other agents that present themselves in blood and other potentially infectious materials (OPIM). Viruses include: Human Immunodeficiency (HIV), Hepatitis B, Hepatitis C, and others. OPIM are defined as semen, vaginal secretion, cerebrospinal fluid, synovial fluid, plural fluids, pericardial fluid, peritoneal fluid, amniotic fluid, unfixed tissues or organs, and any body fluids visibly contaminated with blood.

When a lifeguard is performing first aid, CPR or other duties, he or she may be exposed to Bloodborne Pathogen or OPIM.

A. Pathogen exposure is defined as any contact with blood or OPIM of another person that may enter the body through a needle stick, open cut, sore, or mucous membranes such as eyes or oral cavities. Contact with saliva, urine, feces, vomit, or sputum visibly contaminated with blood is considered an exposure.

1. If exposure occurs:

- a. Immediately wash effected area with soap and water. Antiseptic may be applied if available. The sooner the contamination is washed off, the less chance of infection.
- b. Immediately notify the area superintendent who must direct you to the nearest hospital or medical facility for treatment. The superintendent will fill out a RM-2 and contact appropriate state offices.
- c. Go to approved medical facility immediately, explain exposure, and that this is a Workman's Compensation-related injury. If approved facility is closed or approved facility information is not available go to the nearest hospital. Do not delay.

2. When medical care has been completed for pathogen exposure the effected lifeguard must submit the following documentation from the medical provider to:

Office of Occupational Health and Safety (OOHS)

PO Box 416

Trenton, NJ 08625

Fax: 609-984-2488

- a. That he/she has been informed of any medical testing results
- b. That he/she has been educated about medical conditions that can result from exposure to blood or OPIM.

B. To prevent pathogen exposure a lifeguard:

1. Will be trained in Red Cross Bloodborne Pathogen and Disease Prevention along with OOHS Bloodborne Exposure Control Plan for State Lifeguards and OSHA Bloodborne Pathogen Regulation 29 CFR 1910. 1030. This training will be done yearly.

- a. OSHA Bloodborne Pathogen standards are available online at:  
[www.state.nj.us/health/coh/peoshweb/bbpslb.pdf](http://www.state.nj.us/health/coh/peoshweb/bbpslb.pdf).
- b. OOHS Complete Bloodborne Pathogen Exposure Control Plan for State Lifeguards is available at training and park office.

2. Must always use universal precautions whenever contact with body fluids is anticipated. Universal Precautions requires the employer and employee to assume that all human blood and body fluids are infectious for HIV, Hepatitis, or other Bloodborne Pathogen.
  3. Must always use Personal Protective Equipment (PPE) including disposable latex free gloves and resuscitation protective device when performing first aid, CPR, or whenever contact with body fluids or blood is anticipated. Gowns, and eye protection are also available.
  4. Dispose of PPE after each use and each victim. The same PPE should not be used on multiple victims.
  5. Hands must be washed immediately following removal of gloves. If soap and water is not available other washing methods such as towelettes must be used. Towelettes are only a temporary solution. Soap and water should be used as soon as possible. There shall be no eating, drinking, smoking, handling contact lenses, or applying cosmetics until hands are washed with soap and water.
- C. Contaminated (Infected) materials, clothing, or regulated waste must be handled as followed:
1. Uniforms with any blood or body fluids from another person on them must be discarded. Do not attempt to wash or clean.
  2. Non-disposable contaminated materials (backboard, etc.) must be washed with soap and water, rinsed, than sanitized with diluted bleach (12 ounces bleach to 1 gallon of water). The bleach solution should not be rinsed but allowed to air dry.
  3. To dispose of any materials completely saturated with blood or body fluids (Saturated means if the material was squeezed fluid would escape), follow the procedures below:
    - a. Give saturated material to ambulance. They have a bag for this material. The ambulance disposes of material at the hospital.
    - b. If an ambulance does not respond to first aid and blood saturated materials must be disposed of. The State Park Police must be contacted for disposal (Ambulance is first option).
    - c. Unsaturated materials (like some blood on gauze, band-aid, etc.) is thrown in regular trash.
  4. Do not touch syringes or any medical waste found on beach or bathing complex. State Park Police must be notified for disposal. Keep public away from material. Park Police must notify NJ DEP Communication Center of incident.

#### D. Hepatitis B Immunization

All lifeguards will be offered a free Hepatitis B vaccination when hired. This immunization is not mandatory.

1. All lifeguards must complete the Hepatitis Immunization Form, every year to

indicate acceptance, refusal, or already received immunization.

2. Lifeguards who have already received immunization and want to be tested for effectiveness of previous immunization may request a titer on the Hepatitis immunization form.
3. The vaccine is prepared from recombinant yeast cultures rather than human blood and as a result there is no risk of contracting the Hepatitis B Virus from the vaccine.
4. The park superintendent will notify you of the date and time you are to receive injection 1 and 2 of the immunization series. This is considered a work assignment and you will be provided transportation.
5. Injection 3 is 5 months after injection 2. The 3<sup>rd</sup> injection is scheduled in December or January. At this time the lifeguard is no longer an employee of the state of New Jersey. As a courtesy the third injection is free of charge. However, the lifeguard is responsible to call OOHS at 609-292-1408 to schedule injection 3. The lifeguard is responsible to supply their own transportation for injection 3. Lifeguards may elect to have their own physician administer the 3<sup>rd</sup> injection. If that is the case, documentation is required and must be sent to:

OOHS  
PO Box 416  
Trenton, NJ 08625-0416

6. If a lifeguard declines immunization when employed he or she may request vaccination at a later date.

VI. INFORMATION AND GUIDELINES ON SUN PROTECTION - EACH LIFEGUARD WILL BE ISSUED SUNSCREEN AND POLARIZED SUNGLASSES WITH UV PROTECTION.

- A. The following information is reprinted from the pamphlet "The Sun and YourSkin" with permission of the American Academy of Dermatology, P.O. Box 4014, Schaumburg, Ill. 60168-4014.

**"The Sun and Your Skin"**

Soaking up the sun's rays used to be considered healthy before we learned about the dangers of ultraviolet rays.

Sunlight can be used to treat some skin diseases, but we all need to avoid overexposure to the sun. Too much sun can cause wrinkles, freckles, skin texture changes, dilated blood vessels and skin cancers. It may also cause other problems.

**The Sun's Rays**

The sun produces both visible and invisible rays. The invisible rays, known as ultraviolet-A (UVA) and ultraviolet-B (UVB), cause most of the problems. Both cause suntan, sunburn and sun damage. There is no "safe" UV light.



Harmful UV rays are more intense in the summer, at higher altitudes, and closer to the equator. For example, Florida receives 150% more UV than Maine. The sun's harmful effects are also increased by wind and reflections from water, sand and snow. Even on cloudy days UV radiation reaches the earth.

## **Protection from the Sun**

Using sun protection will help prevent skin damage and reduce the risk of cancer. The American Academy of Dermatology recommends that you avoid deliberate sunbathing, wear a wide-brimmed hat, sunglasses and protective clothing and if you must be in the sun, use a sunscreen with a sun protection factor (SPF) of at least 15, even on cloudy days.

Sunscreens work by absorbing, reflecting or scattering the sun's rays on the skin. They are available in many forms, including ointments, creams, gels, lotions and wax sticks. All are labeled with SPF numbers. The higher the SPF, the greater the protection from sunburn, caused mostly by UVB rays. Some sunscreens, called "broad spectrum," block out both UVA and UVB rays. These do a better job of protecting skin from other effects of the sun, including rashes. Sunscreens are not perfect, however. Sun protection should always start with avoiding peak sun hours and dressing sensibly.

Sunscreens should be applied about 20 minutes before going outdoors. Even water-resistant sunscreens should be reapplied often, about every two hours or after swimming or strenuous activities.

Beach umbrellas and other kinds of shade are a good idea, but they do not provide full protection because UV rays can still bounce off sand, water and porch decks. Remember, UV rays are invisible.

Most clothing absorbs or reflects UV rays, but white fabric like loose-knit cotton and wet clothes that cling to your skin do not offer much protection. The tighter the weave, the more sun protection it will offer.

## **Effects of the Sun**

**Sunburn** - Your chances of developing sunburn are greatest between 10 am and 4 pm, when the rays of the sun are strongest. It's easier to burn on a hot day, because the heat increases the effects of UV rays.

Sun protection is also important in the winter. Snow reflects up to 80 percent of the sun's rays, causing sunburn and damage to uncovered skin. Winter sports in the mountains increase the risk of sunburn because there is less atmosphere to block the rays of the sun. If skin is exposed to sunlight for too long, redness may develop and increase for up to 24 hours. Severe sunburn causes skin tenderness, pain, swelling and blistering. Additional symptoms like fever, chills, upset stomach and confusion indicate serious sunburn and require immediate medical attention. If you develop a severe sunburn or begin to develop a fever, your dermatologist may suggest medicine to reduce swelling, pain, and prevent

infection.

Unfortunately, there is no quick cure for minor sunburn. Wet compresses, tub baths and soothing lotions may provide some relief.

**Tanning** - A tan is often mistaken as a sign of good health. Dermatologists know better. A suntan is actually the result of skin injury. Tanning occurs when UV rays enter the skin and it protects itself by producing more pigment or melanin.

Indoor tanning is just as bad for your skin as sunlight. Most tanning salons use ultraviolet-A bulbs and studies have shown that UVA rays go deeper into the skin and contribute to premature wrinkling and skin cancer.

**Aging** - People who work outdoors or sun bathe without skin protection can develop tough, leathery skin, making them look older than they are. The sun can also cause large freckles called “age spots” and scaly growths (actinic keratoses) that may develop into skin cancer. These skin changes are caused by years of sun exposure. Protecting children from the sun is especially important, since most of our lifetime exposure occurs before the age of 20.

**Skin Cancer** - More than 90 percent of all skin cancers occur on sun-exposed skin. The face, neck, ears, forearms and hands are the most common places it appears.

The three most common types of skin cancer are basal cell carcinoma, squamous cell carcinoma and melanoma.

Basal cell carcinoma usually develops on the face, ears, and lips and around the mouth of fair-skinned individuals. It can start as a red patch or shiny bump that is pink, red or white. It may be crusty or have an open sore that does not heal or heals only temporarily. This type of cancer can be cured easily if treated early.

Squamous cell carcinoma usually appears as a scaly patch or raised, warty growth. It also has a high cure rate when found and treated early. In rare cases, if not treated, it can be deadly.

Melanoma is the most dangerous form of skin cancer. It usually looks like a dark brown or black mole-like patch with irregular edges. Sometimes it is multicolored with shades of red, blue or white. This type of skin cancer can occur anywhere on the body and when found early, can be cured. If ignored, it spreads throughout the body and can be fatal.

**Allergic Reactions** - Some people develop allergic reactions to the sun. These reactions may show up after only a short time in the sun. Bumps, hives, blisters or red blotches are the most common symptoms of a sun allergy. Sometimes these reactions are due to cosmetics, perfumes, plants, topical medications or sun preparations. Certain drugs, including birth control pills, and blood pressure, arthritis and depression medications can cause a skin rash with sun exposure. If this occurs, a dermatologist can help.

**Diseases** - Some diseases can be made worse by the sun, including cold sores, chickenpox and a number of less common disorders such as lupus erythematosus.

UV rays also can cause cataracts, a gradual clouding of the lens of the eye.

### **Tips for Sun Protection**

1. Use a broad-spectrum sunscreen with an SPF of at least 15 on all exposed skin, including the lips, even on cloudy days.
2. Reapply sunscreen frequently.
3. Wear a broad-brimmed hat and sunglasses.
4. Sit in the shade whenever possible.
5. Wear protective, tightly woven clothing.
6. Plan outdoor activities early or late in the day to avoid the peak sunlight hours of 10 am to 4 pm.

Everyone should be able to enjoy sunny days. By using a little common sense, as well as the guidelines developed by the American Academy of Dermatology, you can safely work and play outdoors without worrying too much about skin cancer or wrinkles.

- B. The following information on protecting your eyes is from the pamphlet “Sunglasses Are More Than Shades”. It is reprinted with permission of the American Optometric Association, 243 North Lindbergh Blvd., St. Louis, Missouri 63141. You are probably aware of the danger posed by UV radiation to your skin but you may not realize that exposure to UV radiation can harm your eyes and affect your vision as well.

### **“Sunglasses Are More Than Shades”**

#### **Effects of Ultraviolet Radiation**

In addition to visible light, the sun gives off two other types of radiation, infrared (IR) and ultraviolet (UV). The effects of infrared radiation are less known, but are thought to be harmless to the eyes. UV radiation is divided into UV-A, UV-B, and UV-C, UV-C is absorbed by the ozone layer and does not present any threat (man made sources of UV-C, like electric welding arcs, are very harmful to the eyes if you do not wear proper protection).

Mounting scientific evidence shows long-term exposure to both UV-A and UV-B can contribute to the development of cataracts; retinal problems; benign growths on the eye’s surface; cancer of the eyelids and skin around the eyes; and photokeratitis, a temporary, but painful sunburn of the eye’s surface (sometimes called snow blindness or welder’s flash).

#### **Glare Protection**

Disability glare is associated with the sun’s brightness and it interferes with your comfortable vision and our ability to see clearly. It causes you to squint and your eyes to water. Disability glare can occur on both sunny and cloudy days and sunglasses that screen out 75 to 90 percent

of available light are effective in reducing the brightness and the effects of disability glare.

When the sun's light bounces off snow, water, sand or highway pavement, reflected glare occurs. Polarizing sunglasses are more effective at eliminating reflected glare than ordinary sunglasses.

Reducing glare makes driving as well as outdoor recreational and occupational activities safer and more comfortable and productive.

### **Choosing the Right Sunglasses**

There are a number of options that you can consider when purchasing sunglasses. Here are some:

- \* Polarizing lenses effectively reduce reflected glare, sunlight that bounces off smooth surfaces such as water or pavement. They are particularly useful for driving, boating and lifeguarding.
- \* Photochromic lenses darken or lighten with the amount of light available.
- \* Mirror coatings reflect rather than absorb light and are primarily for wear under intense glare from snow or water.

No matter what sunglass styles or options you choose, you should insist that your sunglasses:

- \* block out 99-100 percent of both UV-A and UV-B radiation;
- \* Screen out 75-90 percent of visible light (fashion tinted lenses usually do not meet this level);
- \* Are perfectly matched in colors and are free of distortion and imperfection
- \* have lenses that are gray, green or brown (gray is recommended).

If you wear your sunglasses for eye hazardous sports or work, you should choose polycarbonate lenses. These lenses provide the greatest available impact protection.

Wrap-around sunglasses, which are shaped to keep light from shining around the frames can be worth considering, particularly if you spend a lot of time outdoors in bright sunlight.

Wearing a wide brimmed hat provides additional protection from UV radiation.

### **Purchasing Sunglasses Can Be Complicated**

It can be difficult to be certain the sunglasses you purchase are right for you because there are no federal sunglass regulations regarding UV radiation and visible light transmission levels, and lens quality. And, don't be confused. Price is not necessarily a gauge of lens quality or UV blockage.

Here are some ways to judge non-prescription sunglass quality:

- \* Check lenses to be sure the tint is uniform, not darker in one area than another (except gradient density lenses).
- \* Hold glasses at arm's length and look through them at a straight object. Slowly move the lens across the object. If the edge of the object distorts, sways, curves or moves, the lens has imperfections.
- \* To be sure the lenses block enough light, try them on in front of a mirror. If you can see your eyes clearly through the lenses, they probably are not dark enough for glare reduction and comfort. This test does not apply to photochromic lenses.
- \* Ask your optometrist to help you check your lenses' UV protection capabilities, to suggest which options are most appropriate for your needs and to help you decide which sunglasses are best for you.

# **REGULATIONS**

I. PERSONNEL REGULATIONS

- A. No person other than a member of the lifeguard staff will assume the duties of lifeguard at any time.
- B. A lifeguard must be on duty on a stand at all times when there are bathers or potential bathers in the beach area, during assigned guarding hours.
- C. Lifeguards are to remain at their assigned positions at all times until properly relieved, unless an emergency occurs.
- D. Lifeguards are not to sit anywhere other than on the assigned stand when on stand duty. This includes the beach area adjacent to the stand.
- E. Lifeguards must satisfactorily complete all training requirements.
- F. A lifeguard is not to accept, in any form, remuneration for lifeguard services rendered while in the employ of the State of New Jersey, except a paycheck.
- G. Lifeguards will perform all duties and responsibilities promptly.
- H. Lifeguards are to enforce the beach and bathing area rules at all times with impartiality.
- I. Lifeguards are to be courteous at all times.
- J. Lifeguards have complete authority and responsibility for the bathing area assigned to them. They are not to take orders or directions from anyone except their beach supervisor, or other supervisor, who has been given authority to do so by the chain-of-command within the area, region, or state.
- K. A lifeguard is not to strike another person except in defense of his/her own person
- L. Lifeguards are to report all incidents and first aid cases of a serious nature to the area Superintendent through the chain-of-command.
- M. While on duty, a lifeguard may not be under the influence of or consume any form of alcoholic beverage or controlled substance. A lifeguard taking medication must get a written statement from his/her physician stating he/she can perform all of his/her duties. Violations may result in suspension or dismissal.
- N.1. A lifeguard's personal appearance must conform to standards as established in the State Park Service Seasonal Employee Manual, this Manual and as established by the Area Superintendent.
- N.2. Jewelry or objectionable attire shall not be worn. Medical alert medals and

wrist watches are not considered jewelry. A medical alert medal must be taped securely. Wristwatches must be securely fastened. This regulation is for your safety and the safety of the public.

- O. Lifeguards are not to engage in conversation with patrons that may be construed as detrimental to any individual, or to the system in which they are employed. Complaints or grievances should be addressed to supervisors through the chain-of-command.
- P. Lifeguards will not make any verbal, written, internet or media statements regarding any park related incident or information without the permission of the Superintendent.
- Q. No person other than a lifeguard may sit on a lifeguard stand at any time, except in the case of a lost child.
- R. Lifeguards will not further social relationships while on duty.
- S. Lifeguards are not to cease bathing operations without permission from the area Superintendent except in an emergency. If such an emergency occurs, the area Superintendent will be notified as soon as possible.
- T1. Lifeguards are not to render any medical treatment or advice other than American Red Cross First Aid or Professional CPR unless certified by the NJ Department of Health and Senior Services as an EMT. An EMT may carry out any care specified by their certification. An EMT must submit a copy of EMT certification for his/her personnel files.
- T2. Lifeguards not currently certified in CPR or First Aid should not perform these functions.
- U. Lifeguards will not allow any beach patron to treat a victim under his or her care. The victim will only be turned over to the local first aid squad or paramedics upon their arrival.
- V. Lifeguards are not to dispense any first aid supplies other than in the performance of their duty.
- W. Lifeguards are not to eat, loiter or congregate in the first aid area. Lifeguards are not permitted to smoke while on active duty or in public view.
- X. All lifeguards must be available in the event of any emergency as determined by the Lifeguard Supervisor or the area Superintendent. During breaks other than lunch, a Lifeguard must remain alert in the vicinity of the beach area.
- Y. Lifeguards are expected to treat their co-workers and supervisors with respect and exercise every consideration in their relationships to assure maximum area efficiency. All area personnel are expected to work together as a team to achieve this end result.



Z. Lifeguards must adhere to their weekly work schedules unless they have sufficient cause, such as illness, death in the immediate family, etc. The area office must be notified of any absence before your scheduled starting time with a phone call. Text messages, emails etc. will not be accepted. The Island Beach State Park Office may be reached at (732) 793-0506.

A.A. Lifeguards will enter shallow or unfamiliar water outside the bathing area feet first and cautiously.

A.B. Lifeguards are required to wear polarized sunglasses with UV protection except in low light conditions.

A.C. A lifeguard may request professional counseling if stressed by an incident. The Park Superintendent is the contact person

A.D. Personal electronic devices and phones are not permitted on lifeguard stands. The park will supply necessary communication devices.

## II. UNIFORM REGULATIONS

Adhering to the following uniform regulations is a condition of employment. Failure to comply with the following regulations will be considered insubordination and is subject to disciplinary action.

A. Only State issued uniforms and approved uniform items may be worn when working as a lifeguard.

All required lifeguard uniform components will be issued by the State Park Service as follows:

1. Male swimsuit (RED) with Division logo.
2. Female swimsuit (RED) with Division logo.
3. T-shirt (WHITE) with Division logo.
4. Hat with Division logo.
5. Rain Parka (RED) with Division Logo. This uniform component is an “area” issue and not an “individual” issue.

B. The only clothing a lifeguard may wear other than the State issued uniform is a State Park Service approved women’s two-piece swimsuit, sweatshirt, sweatpants, a wide brim hat and approved sun protective clothing. The only swimsuits, sweatshirts, sweatpants and wide brim hat permitted must be purchased from the NJ State Park Service or State Park Service approved vendor. A lifeguard may use their own unmarked light gray sweatsuit with NJ State Park Service patches sewn on the left leg and left breast area. The approved sun protective clothing is white long sleeve shirt and white pants. A NJ State Park Service patch must be sewn onto clothing. A list of sun protective clothing manufacturers may

be obtained from your Superintendent or Water Safety Supervisor. NJ State Park Service patches are requested from your Water Safety Supervisor.

- C. The uniform items shall only be worn while on duty performing lifeguard functions or traveling to and from work.
- D. It is mandatory that lifeguards wear uniform shirt when not in the water.
- E. Uniform items will not be changed, altered, or modified in any way.
- F. All uniform items are to be clean and in good repair at all times.
- G. All uniform items are not to be traded or loaned.
- H. All uniform items are not to be worn by anyone other than lifeguard personnel.
- I. Any loss or damage to uniform items is to be reported immediately through the chain-of- command.
- J. Any necessary uniform exchanges or replacements are to be requested through the chain-of- command.
- K. Any damage or loss of State-provided uniform items or other lifeguard equipment that results from the fault or negligence of any lifeguard will result in monetary reimbursement to the State by involved employee(s).
- L. Whistles and lanyards will be worn around the neck at all times when on duty.
- M. No sneakers or shoes other than water shoes may be worn while on lifeguard stand.
- N. When off the lifeguard stand, shoes or sandals should be worn whenever possible (breaks, bathroom, etc). Foot injuries are the #1 lifeguard injury.

### III. FLOTATION DEVICES

The prohibition of flotation devices (including U.S. Coast Guard Approved PFD's) on state operated ocean beaches is a policy made to ensure water safety. A large number of drownings each year in the United States may be attributed, either directly or indirectly, to the use of flotation devices. The only form of flotation device approved for use in bathing areas, is a surf mat of heavy construction (canvas cover, air filled), and the body board. The body board must have a leash, and be without skegs. These mats and body boards may only be used in areas designated for that purpose within ocean bathing areas. If a disabled patron must use an unapproved flotation device, this individual must be referred to the Superintendent. The Superintendent may approve an unapproved flotation device for a disabled person using the procedure found in Chapter 10 of the Lifeguard Administrative and Procedures Manual. The following are some of the factors considered in establishing the policy prohibiting the use of flotation devices:

- A. They offer a bather a false sense of security, and often prompt non-swimmers to venture into water over their heads. A lifeguard can not evaluate the swimming ability of a bather with a flotation device.

- B. If a strong wind or current is moving away from the beach, bathers, and especially small children, are likely to drift because use of arms for propulsion is difficult with a flotation device on.
- C. The flotation device may be blown out of reach of the bather if it is momentarily released, or if the bather should fall off or out of the device.
- D. All inflated objects are subject to leaks and punctures.
- E. If a bather is knocked off their feet, any device positioned around the waist may prevent the bather from regaining his/her footing.
- F. It is difficult for a bather with a flotation device to duck under waves. This difficulty could result in a spinal injury.

#### IV. BEACH AND BATHING AREA REGULATIONS

Within the confines of the beach and the bathing area, there shall be no:

- A. Ball or frisbee playing (in other than designated areas).
- B. Fires.
- C. Consumption of alcoholic beverages.
- D. Kite flying.
- E. Nudity.
- F. Dogs, other than dogs assisting the disabled.
- G. Use of snorkels by other than lifeguard personnel.
- H. Horseplay that may result in injury.
- I. Scuba diving, unless approved by the area office.
- J. Loud radios, or other electronic devices.
- K. Bathing or swimming outside of the bathing area.
- L. Fishing when the bathing area is open to public recreational bathing.
- M. Glass Containers.
- N. Spitting.

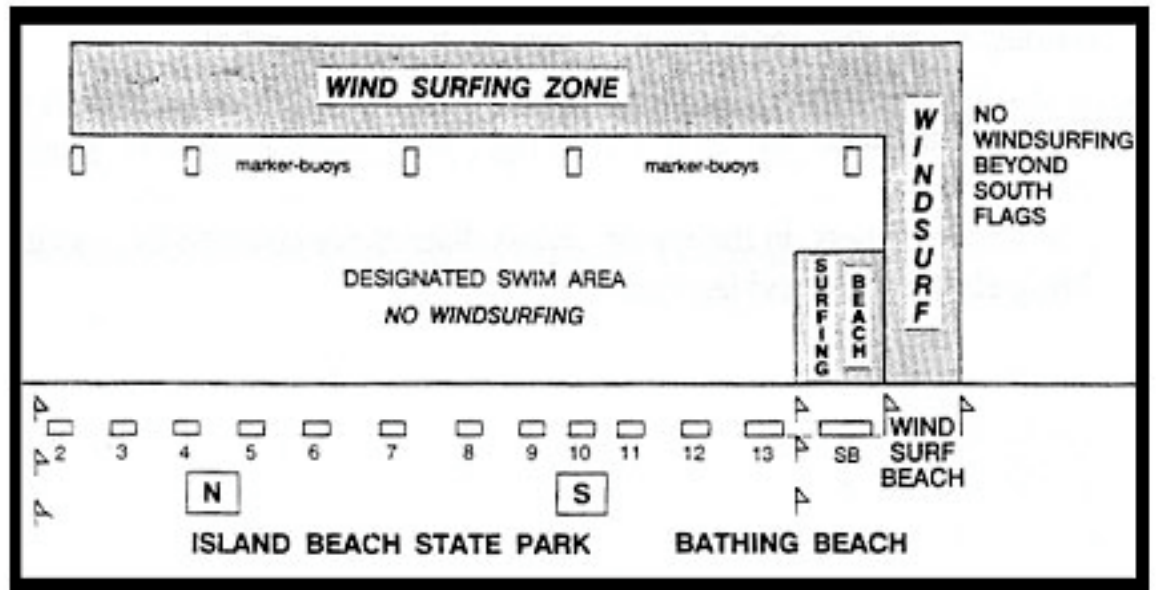
- O. Bathing by people under the influence of drugs or alcohol.
- P. Profane Language.
- Q. Children in diapers in the water, unless diapers are covered by plastic pants with snug fitting elastic waist and leg bands.
- R. Feeding of geese, seagulls or other birds.
- S. Boats within 200 feet of bathing area. The area where boats are excluded is marked with buoys.
- T. Metal detector use on beach and in bathing area between 10 am and 6 pm. For use of metal detectors at other times refer patron to park office.

V. ENFORCEMENT OF BEACHANDBATHING AREA REGULATIONS

- A. The enforcement of all rules and regulations within the designated bathing area is the responsibility of the assigned lifeguards.
- B. The assistance of the State Park Police, or the area Superintendent, is to be requested if a condition arises that is beyond the ability of a lifeguard to resolve, i.e. drunk and disorderly behavior, weapons in the beach area complex, etc.
- C. A lifeguard will not jeopardize the safety of bathers by leaving the bathing area to tend to patrons breaking rules outside of the bathing area.

VI. WINDSURFING REGULATIONS

- A. Windsurfing is permitted south of the bathing area (adjacent to the Surfing Beach).
- B. Windsurfing is permitted from 10:30 am to 5:30 pm.
- C. WINDSURFERS MUST OBEY AREA PERSONNEL AND FOLLOW ALL RULES AND REGULATIONS. The State Park Service reserves the right to suspend access due to prevailing conditions.
- D. The windsurfing area will be limited to an approximate 20-meter beach front/launch area. This area will extend approximately 800 meters from shore. Once outside the marker buoy, windsurfers may travel north to the northernmost buoy. Windsurfing is not permitted on the bayside of the area and is limited to the designated area on the oceanfront.
- E. All launches and landings must be made between the blue flags marking Windsurfing Beach Area.



#### VII. DISABLED RAMP REGULATIONS

- A. For use by disabled patrons only.
- B. Maintain daily to ensure a smooth, even path.
- C. Must be moved in case of high surf conditions or pending storm.
- D. Notify lifeguard officers if the ramp is damaged or unsafe.

#### VIII. LOCKER ROOM REGULATIONS

- A. Locker Room may be used by employees during working hours.
- B. Locker Room will be swept clean each day of sand and litter.
- C. All waste cans shall be emptied and relined with a clean waste bag daily.
- D. Locker Room will be secured each day after closing.

#### IX. PUBLIC INFORMATIONAL FLAGS

This flag system informs the public if lifeguards are on or off duty, along with ocean conditions.

- A. Flags will be posted at the main gate, north and south bathhouses and north and south towers.
- B. Flag Code

1. One Red Flag - Lifeguards are off duty.
2. Green Flag Over Green Flag - Lifeguards are on duty and the ocean is calm.
3. Green Flag Over Yellow Flag - Lifeguards are on duty, ocean conditions are potentially hazardous and bathers should use caution.
4. Green Flag Over Red Flag - Lifeguards are on duty and ocean conditions are extremely dangerous.

C. The Senior Lifeguard Officer will determine which colored flag will fly.

X. DISCIPLINARY POLICY

Failure of a lifeguard to carry out any personnel, uniform or beach regulations will result in disciplinary action or dismissal.

# **EQUIPMENT REGULATIONS AND USES**

## I. GENERAL EQUIPMENT REGULATIONS

All equipment is the property of the State of New Jersey.

### A. Use

State owned equipment will only be used in the prescribed manner. It will not be used in any manner that will create a hazard to any person. Unauthorized persons will not be allowed to use lifeguard equipment. Unauthorized non-state owned equipment will not be used by lifeguard personnel.

### B. Inventory

An inventory of all state owned lifeguard and lifeguard related equipment is to be submitted by the Lifeguard Supervisor to the area Superintendent before opening day, and again on or before September 10th, of each year. All inventories are to be listed on designated inventory sheets. In addition to inventories for Superintendent, inventories will be taken every 2 weeks for lifeguard records. Any deficiencies discovered should be addressed.

### C. Damage or Loss

All equipment is to be inspected daily. All damage or loss is to be reported to the area Superintendent immediately. Equipment is not to be loaned, given away, destroyed, or otherwise dispensed with, regardless of condition, without the permission of the Superintendent. Any non usable piece of equipment is to be reported to the regional Water Safety Supervisor (WSS) in addition to the Superintendent.

### D. Acquisition

Equipment is not to be purchased by any individual for, or on behalf of, the State of New Jersey without the permission of the area Superintendent. A piece of equipment not presently available, that will improve efficiency, may be recommended for purchase to the Lifeguard Supervisor.

### E. Repair

Any repairs of lifeguard equipment that cannot be accomplished within the area will be reported to the area Superintendent. Any repairs requiring the expenditure of money will also be reported to the area Superintendent.

## II. LIFEGUARD STANDS

### Regulations

- A. Stands should always be as close to the water's edge as is practical. Stands will not be more than 30 feet from water.
- B. One stand should not cover more than 300 feet of beach.
- C. Every stand should have a minimum of one torpedo line buoy per stand and one torpedo buoy per lifeguard.



- D. Kayaks/Rescue Boards should be distributed to stands so the equipment is balanced over the length of the beach
- E. Each stand should have a First Aid Kit containing bandages, dressings, band-aids, gloves, pocket mask, ice packs, face shield, gown, First Aid reports and pen. Bag valve masks (adult and child) will be kept with the oxygen in the first aid rooms.
- F. Articles of clothing or personal effects should never be hung or draped over the stands.
- G. Patrons are not allowed to loiter in front of the stands.
- H. Stands are not to be opened or closed down without permission of the senior lifeguard officer.
- I. Lifeguard stands will be staffed when any patron(s) are in the water or on the beach during normal operating hours.
- J. When possible, stands are to be laid down when not in use.
- K. Stands should be examined for damage at the beginning and end of each day. All damage should be reported immediately through the chain-of-command.
- L. Area in front of stand should be clear of the public's blankets and umbrellas. If an umbrella is in your line of sight, it must be moved.

### III. PORTABLE SIGNS AND FLAGS

Flags are used to mark the ends of the bathing area and danger areas. Red flags mark "No Swimming" and "Danger Areas." Danger areas may also be marked with rip current signs.

- A. Regulations
  - 1. Flags are to be used only in prescribed manner.
  - 2. Flags, poles and signs are to be kept in an excellent state of repair. Tattered flags should be reported for replacement immediately.
  - 3. The placement of the flags on the beach will be determined each morning by the senior lifeguard officer.
  - 4. Flags are not to be moved at any time during the day without the permission of the senior lifeguard officer.

### IV. KAYAKS

Lifeguard kayaks are open-top kayaks that are twelve (12) feet long and weigh about forty-five pounds. Kayaks are a highly efficient method of patrolling and bringing victims to shore. One or two victims can be put on top of the kayak. The kayak will support numerous victims hanging from the side of the kayak.

A. Regulations

1. Kayaks not in use are to be kept next to the lifeguard stand.
2. Kayaks should be distributed evenly on the beach.
3. Except while launching the kayak, the kayak must be carried and not dragged. Even when launching the kayak, dragging it along the beach should be kept to a minimum.
4. All kayaks will be equipped with an asymmetric paddle, a line clip attached to the center of the paddle, backrest, torpedo buoy, PFD and leg straps.
5. Water should be emptied through the drainage hole at least once a day.
6. Any damage to the kayak or its equipment should be reported through the chain-of-command immediately. This way repairs can be made as quickly as possible.
7. Be careful not to run over anyone with kayak.
8. Be careful not to hit anyone with kayak paddle.

B. Use of Kayak

1. When to use:
  - a. For deep water patrol.
  - b. Rescues where long distances must be covered.
  - c. Rescues with multiple victims.
  - d. Rescues where large amounts of debris or weeds are present.
  - e. To assist capsized or disabled boats, provided the bathing area is sufficiently protected.
2. When not advisable to use:
  - a. Within crowded areas.
  - b. On rescues that require the kayaks to be carried long distances.
  - c. On rescues inside the surf line.
  - d. Large surf.
  - e. When the lifeguard is not proficient for the ocean conditions present, a rescue buoy is recommended.

C. Paddling the Kayak (P-1K)



**P-1K**

1. Grip the paddle from above and a little wider than shoulder width.
2. The center of the paddle should be at the height of your neck.
3. Sit up straight.
4. Keep your shoulders square. Your shoulders should not be swinging back and forth or dipping down while paddling.
5. Grip the paddle tightly with your dominant hand. The paddle should rotate in your non-dominant hand. Your non-dominant hand only grips the paddle tightly when taking a stroke on that side.
6. The power of your stroke is 60% push and 40% pull.
7. Kayak should be kept perpendicular to the waves at all times to avoid capsizing.
8. Obtain as much speed as possible before going through a wave.
9. Lean back and hold paddle over your head when going through a wave (P-2K).
10. As a wave passes, lean forward and paddle.
11. Legs should be secured with leg straps when paddling through waves.



**P-2K**



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